



Complete Guide

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Note about this guide:

This guide is designed to show both TEACHERS and STUDENTS everything they need to know to participate in the project, including step by step instructions for navigating the website.

This guide directly mirrors the DVD.

You watch the DVD and show the DVD to your students, and then use this print guide as a reference.

How to register and join a 'Collabor8' project.

- i. Email beyondborders@scil.nsw.edu.au with your name, school address and phone number, your subject, and which class will be participating (number of students, their age, and their capability).
- ii. You will be emailed two documents: the 'Beyond Borders Charter' and an 'Enrolment Spreadsheet'.
 - a. Hand-out and explain the 'Charter' to the students. Make sure they understand and agree.
 - b. Fill in the spreadsheet with the students' information and email to beyondborders@scil.nsw.edu.au
 - c. You will receive notification of the students' usernames and passwords.

(For Primary students you may decide to request a generic login for all your students. You keep the password a secret and login students yourself, so that they can only enter the website under your direct supervision.)

Duty of Care

Beyond Borders is a locked website, and only users who have been manually registered can login. Students are known only by their first names.

The 'Charter' indicates to students they must not post any private or personal information, including their email address or surname, and obviously no images of students.

The 'Charter' also includes an agreement by the local teacher to take responsibility for monitoring and moderating their students' activity.

Therefore, every participating student has a teacher keeping an eye on them and reporting any problem to beyondborders@scil.nsw.edu.au. This situation is akin to a physical excursion to a shared student space, where there are multiple classes in the one space, with multiple teachers supervising.

Stage #1: 'Introductions' – students introduce themselves.

This first stage is about you becoming familiar with the Beyond Borders website and also getting to know the other students who are participating in your project.

So first go to the Beyond Borders website (that is beyondborders.edu.au) this will bring in the login screen.

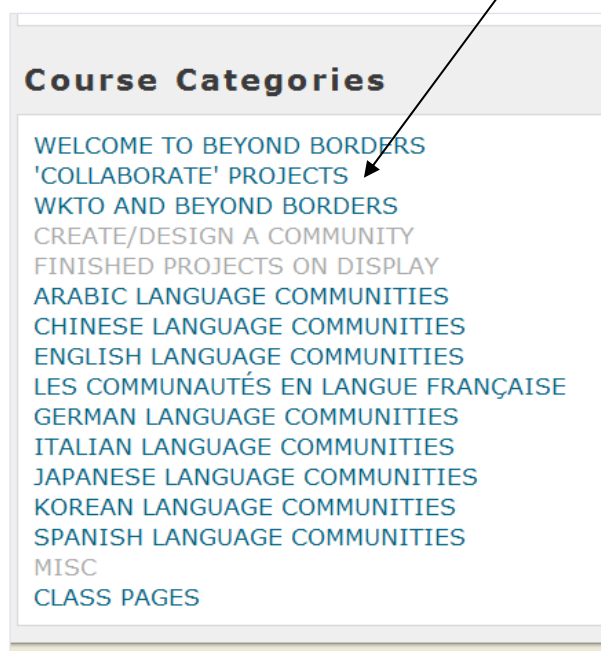


Type in your username and your password. Now you're in the main Beyond Borders website.

If you ever get lost at Beyond Borders, click on this image at the top-left of the screen to return to the main menu:



To enter your particular project click on Collabor8. And now click on the name of the project your teacher gives you.



The first time that you do this the computer will ask you for a special password... you will only need this password once. When you have typed it in the computer will remember you and that you belong to that project. The teacher will give you the password.

This course requires an 'enrolment key' - a one-time password that you should have received from [Michael Harris](#).

Enrolment key: [Enrol me in this course](#)

[Cancel](#)

Now you're in the main Beyond Borders page for your Collabor8 project. Let's have a look at it ...

Topic Outline

Teacher's Forum - Teachers Only

- Stage #5 - Collaborate City!**
 - Text Chat
 - Email Forum
- Stage #4 - Vote, vote, vote!**
 - What's your favourite fruit?
 - What is your favourite animal?
- Stage #3 - Work Together!**
 - Conversation
 - Poetry
 - Story
 - Diary
 - Encyclopedia Entry
 - Topic Summary
 - Vocabulary List
 - Essay
 - Conversation
 - Science Report (Put the date and the weather information).
- Stage #2 - News, Sport, Weather**
 - News, Sport, Weather
- Stage #1 - Introductions**
 - Introductions

Collaborate

You will see that it's set out like a ladder with stage one starting at the bottom of the page, working your way up. So you start at the bottom.

Stage I is called Introductions. Click on the word 'Introductions'.

Add a new discussion topic

Discussion	Started by	Replies	Last post
your favourite book	Demie x	1	Stephen Collis Tue, 22 Jan 2008, 11:59 AM
likes and dislikes	Stephen Collis	0	Stephen Collis Tue, 22 Jan 2008, 11:57 AM
Hello!	Lauren x	1	Demie x Tue, 22 Jan 2008, 11:50 AM

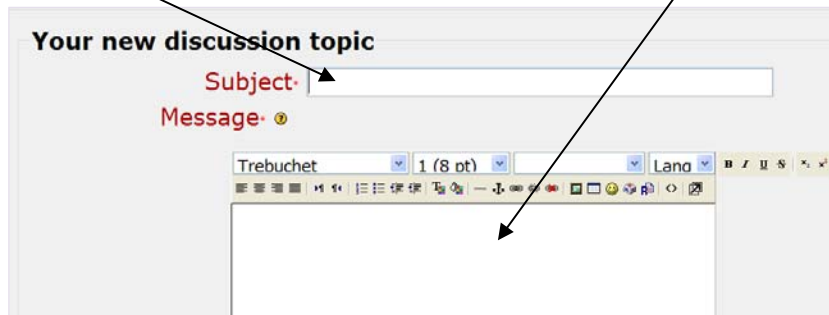
Moodle Docs for this page

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This is an email forum where you can send emails for other students to view. Any email that you send here is on display for all other students of your project.

Let's send an introductory email now... to post a new email click on the button 'Add a new discussion topic'.

Give your email a title and you can start typing your message here.

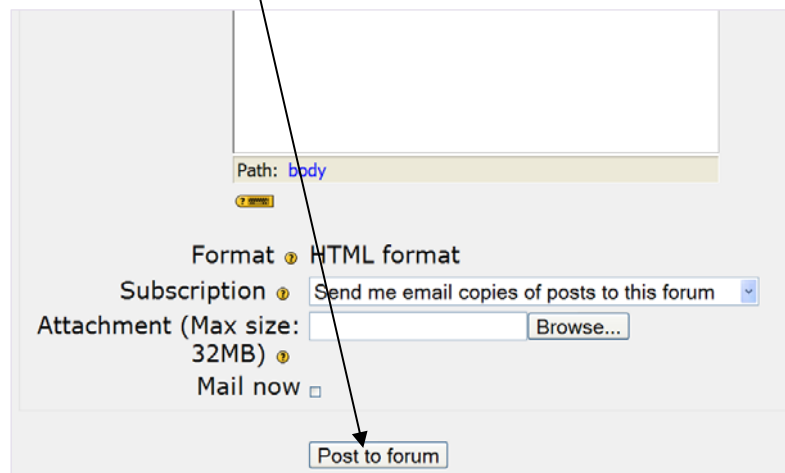


The screenshot shows a web form titled "Your new discussion topic". It has a "Subject" label followed by a text input field. Below it is a "Message" label followed by a large text area. Above the text area is a rich text editor toolbar with various icons and a font size dropdown set to "1 (8 pt)". Two arrows originate from the text above: one points to the "Subject" field and the other points to the "Message" text area.

Now what are you going to type?

Well, what you can't say is your surname or your email address, or your real address. You can't give out any personal information, but what you can do is talk about what you like and dislike, what you like doing. You can talk about your opinions on different issues, and you can ask questions of the other students.

Once you have done that click here, and now the email is on display for other students to see.



The screenshot shows the bottom section of the forum post form. It includes a "Path" field with the value "body". Below it is a "Format" dropdown menu set to "HTML format". There is a "Subscription" dropdown menu set to "Send me email copies of posts to this forum". An "Attachment (Max size: 32MB)" section includes a "Browse..." button. A "Mail now" checkbox is present. At the bottom is a "Post to forum" button. An arrow points from the text above to the "Post to forum" button.

The next thing to do is to read other students' introductions and click on 'Reply' to start a discussion. You can comment on what they have said and you can ask them questions. A really good idea is to talk about the subject that you are actually studying.

Stage 1 should take about two to three weeks and at the end of this time you will be familiar with the Beyond Borders website and also have a sense that you have begun to know the other students with whom you have been working. Later on in the project you can certainly go back to this Stage 1 section of the webpage, especially if new students join and you want to have a conversation with them, to welcome them to the project, and to get to know them a little bit as well.

At the end of the three weeks for Stage 1 its time to go on to Stage 2!

Stage #2: 'News, Sport and Weather' – students post a text relating to their subject area.

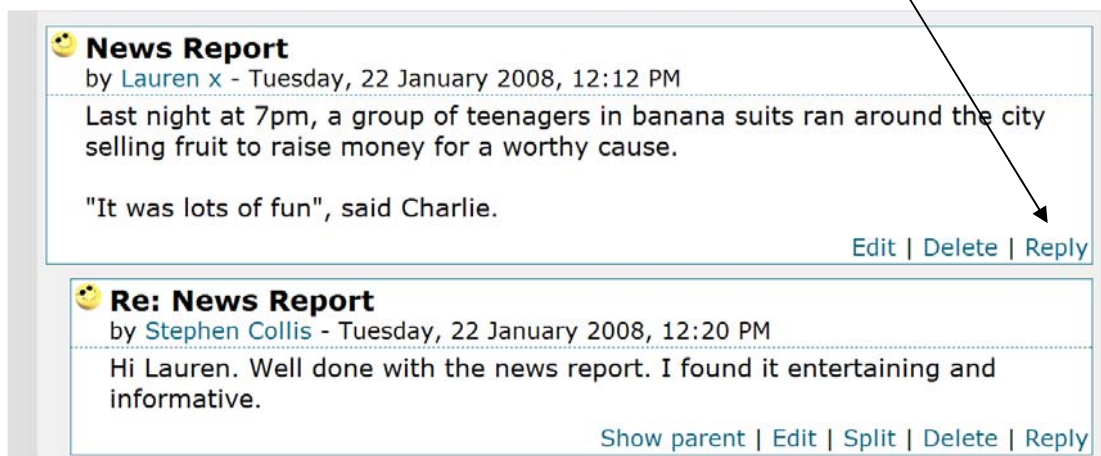
In this stage you are going to create:

- a news report, or
- a sports report, or
- a weather report,

and you are going to post it to an email forum, just like you posted your introduction back in Stage 1.

You need to listen to your teacher's instructions. Your teacher will tell you which to post - News, Sport or Weather. Also your report can either be imaginary and creative, or it could be factual. So for instance a history student might post a real report of an event that really did happen. Or the teacher might say to create a story, or imagine something new.

If you are a language student and you are just beginning the language then the weather report is probably a good place to start. Once you have posted that you can visit other students' texts and you can click here on 'Reply' and reply to what they have actually posted.



The screenshot shows a forum post titled "News Report" by Lauren x, dated Tuesday, 22 January 2008, 12:12 PM. The text of the report describes teenagers in banana suits selling fruit. Below the report are links for "Edit", "Delete", and "Reply". A reply titled "Re: News Report" by Stephen Collis, dated Tuesday, 22 January 2008, 12:20 PM, follows. The reply text says "Hi Lauren. Well done with the news report. I found it entertaining and informative." Below the reply are links for "Show parent", "Edit", "Split", "Delete", and "Reply". An arrow from the text "reply to what they have actually posted" points to the "Reply" link in the first post.

News Report
by [Lauren x](#) - Tuesday, 22 January 2008, 12:12 PM
Last night at 7pm, a group of teenagers in banana suits ran around the city selling fruit to raise money for a worthy cause.
"It was lots of fun", said Charlie.
[Edit](#) | [Delete](#) | [Reply](#)

Re: News Report
by [Stephen Collis](#) - Tuesday, 22 January 2008, 12:20 PM
Hi Lauren. Well done with the news report. I found it entertaining and informative.
[Show parent](#) | [Edit](#) | [Split](#) | [Delete](#) | [Reply](#)

Remember if you are making comments on other student's work, be positive. Hopefully some students will see your work and make some positive comments on that as well.

This Stage should take around 4 weeks. When that is finished time to go to Stage 3.

Stage #3: 'Work Together' – students work together on a series of texts.

In this stage you are going to work with other students to create a text.

Now you are not the only author of the text, you are working with other students who are also going to contribute and change the text. This will take 3 or 4 weeks, or even longer, because slowly over time different students will go to the text and make their contribution.

Now the text could be anything! Your teacher will give you instructions about that.

It could be an encyclopaedia entry.

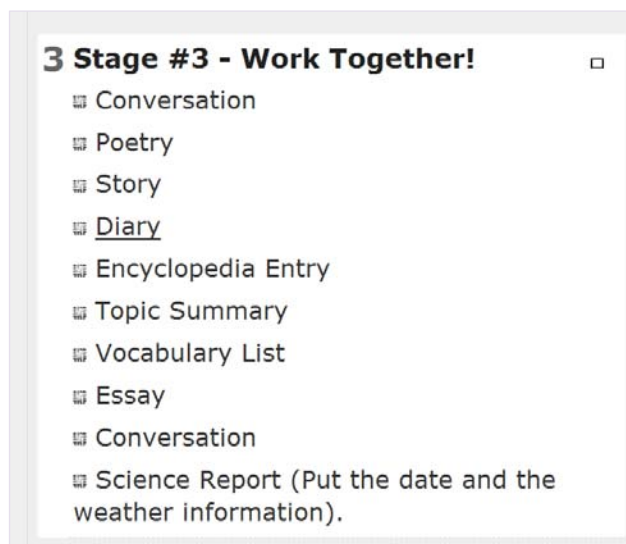
It could be a poem.

It could be a story.

It could be an essay.

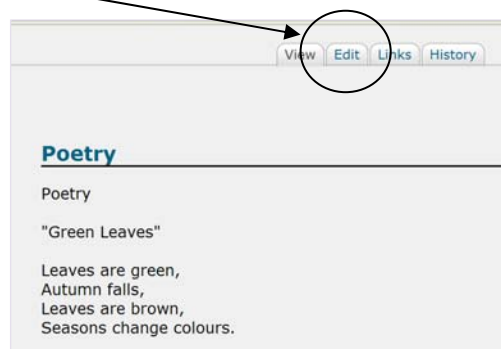
I am going to show you now how to use the webpage so that you can make your contribution to this text.

You will see running down the page, under the title Stage 3, the names of different texts.

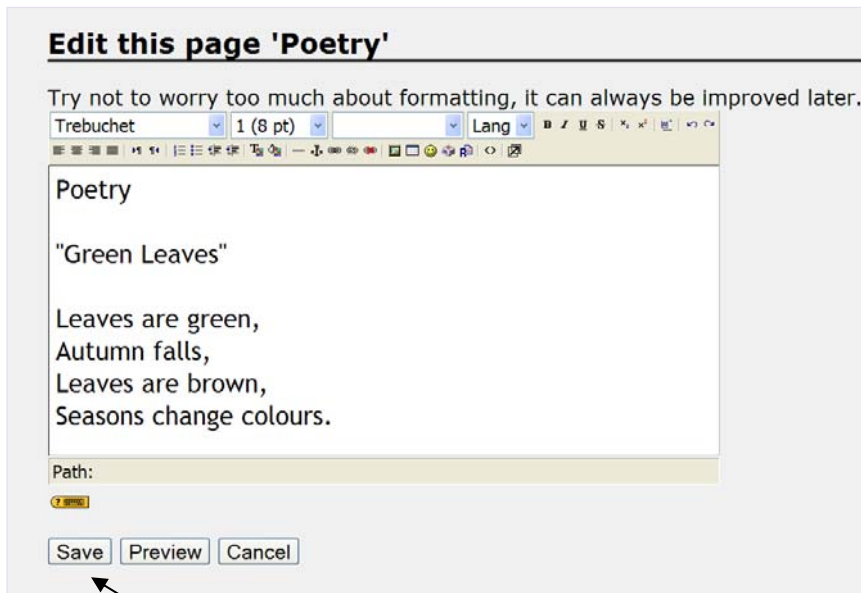


Go to the ones the teacher says to go to, and you click on them to see what is there already.

Now you can click here to change the text so you can type something new.



You can change what is already there. You might correct the spelling. You might change the wording, or you might start something new.



Edit this page 'Poetry'

Try not to worry too much about formatting, it can always be improved later.

Trebuchet 1 (8 pt) Lang

Poetry

"Green Leaves"

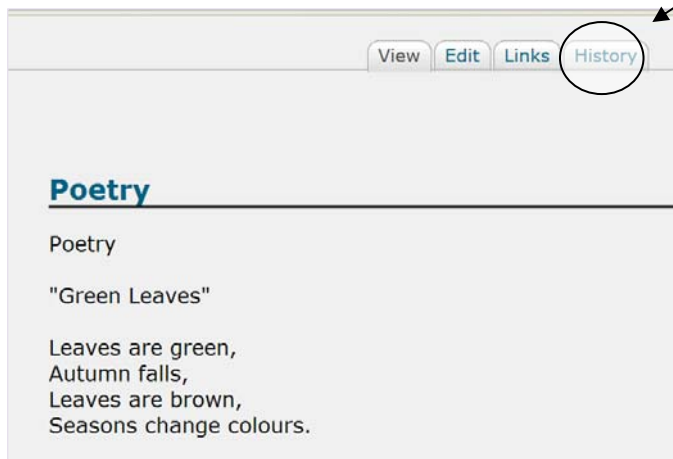
Leaves are green,
Autumn falls,
Leaves are brown,
Seasons change colours.

Path:

Save Preview Cancel

Once you are ready click here to save your changes.

You can see a history of all previous versions of the text by clicking here.



View Edit Links **History**

Poetry

Poetry

"Green Leaves"

Leaves are green,
Autumn falls,
Leaves are brown,
Seasons change colours.

You can even bring back previous versions of the text, if you want to make that previous version the new definitive version of the text.



Version: 3 (Browse Fetch-back Diff)
Author: 😊 Demie x
Created: Tuesday, 20 November 2007, 09:45 AM
Last modification: Tuesday, 22 January 2008, 12:17 PM

Version: 2 (Browse Fetch-back Diff)
Author: 😊 Lauren x
Created: Tuesday, 20 November 2007, 09:45 AM
Last modification: Tuesday, 22 January 2008, 12:14 PM

Version: 1 (Browse Fetch-back Diff)
Author: 😊 Stephen Collis
Created: Tuesday, 20 November 2007, 09:45 AM

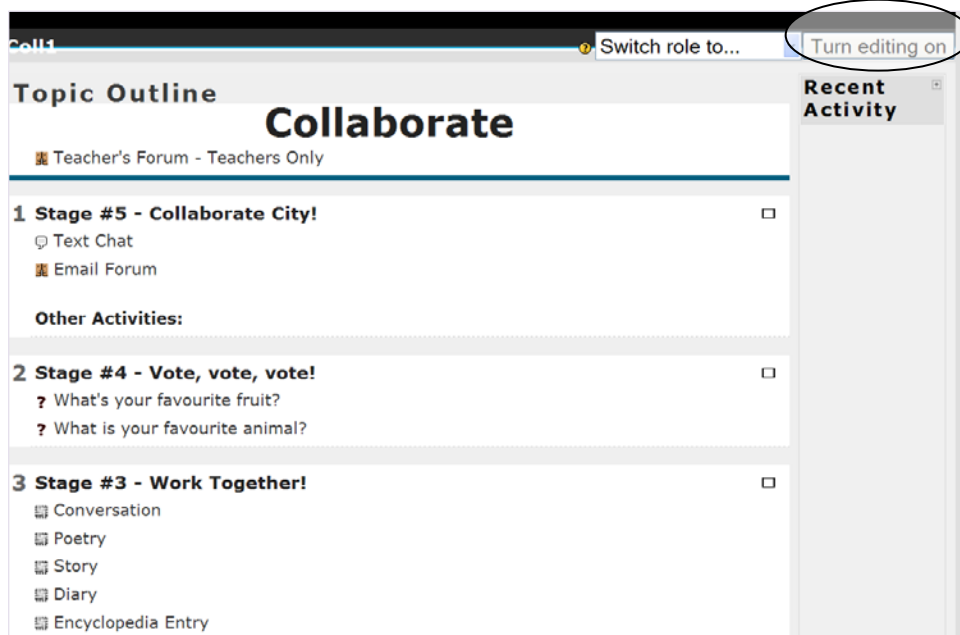
The idea with these texts is that one by one, students come to the text and change the text, so slowly the text improves

IMPORTANT:

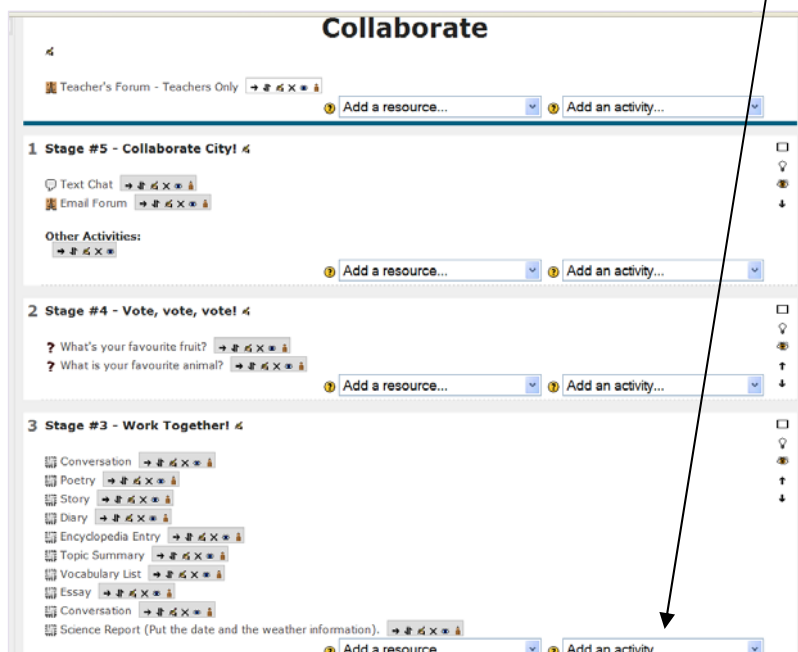
Do note that only one student can edit the text at the same time. You can't have multiple students changing the same text simultaneously. Hopefully running down the webpage there will be plenty of different texts that are currently being worked on, and the student might work in school, and might work at home, and slowly over a period of many weeks the texts will become better and better.

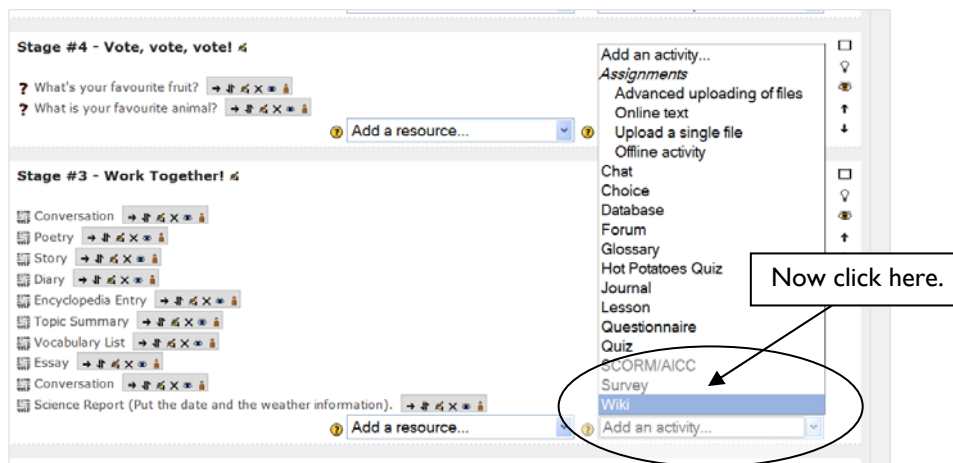
A special note now for the teacher.

The teacher needs to know how to change the title of those texts and how to create completely new texts that suit this particular class or this particular topic. Let's look at how to do that now. It's very simple! The teacher clicks here.



Now they click here.





The teacher puts the title of the text here.

This screenshot shows the 'Adding a new Wiki to Topic 3' form. The 'General' tab is selected. The 'Name' field is highlighted with a yellow background and a callout box pointing to it with the text 'The teacher puts the title of the text here.' Below the 'Name' field is a 'Summary' field. Further down is a rich text editor with a toolbar and a large text area. A callout box points to the text editor area.

It's good to put something descriptive about what the text is. Is it an encyclopaedia entry? Is it a report? Is it an essay? Is it a story? Type exactly the same text again here.

This screenshot shows the 'Optional' settings section of the Wiki form. It includes fields for 'Page Name', 'Choose an Initial Page', and a 'Choose or upload a file ...' button. Below these are 'Common module settings' for 'Group mode', 'Visible', 'ID number', and 'Grade category'. At the bottom, there are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'. A callout box points to the 'Save and return to course' button with the text 'Now click here (ignore all the other settings). And if you go back to the main page now, that text is there!'. A red text note at the bottom says 'There are required fields in this form marked.'.

Now click here (ignore all the other settings). And if you go back to the main page now, that text is there!

It exists and it is ready for students to edit. So the teacher can create a whole bunch of texts running down the page, that the different students from the different places can get together and help create.

This is one of the main stages of this project, so it will take several weeks, but at the end of it you can look back at the texts and see something of which you can really proud of.

Creating good texts doesn't happen quickly. Creating really good texts takes time.

It takes coming back to the text, over and over again, making little changes and little improvements, and that's the process you are going to go through now. And of course students who come to visit this web page in the future will be able to see what you have achieved.

Once you have finished this Stage, look at the instructions for Stage 4.

Stage #4: 'Vote, vote, vote!' – students compose and answer survey questions.

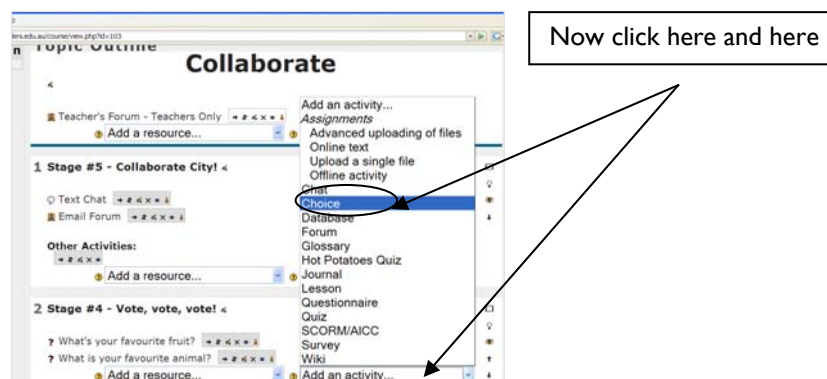
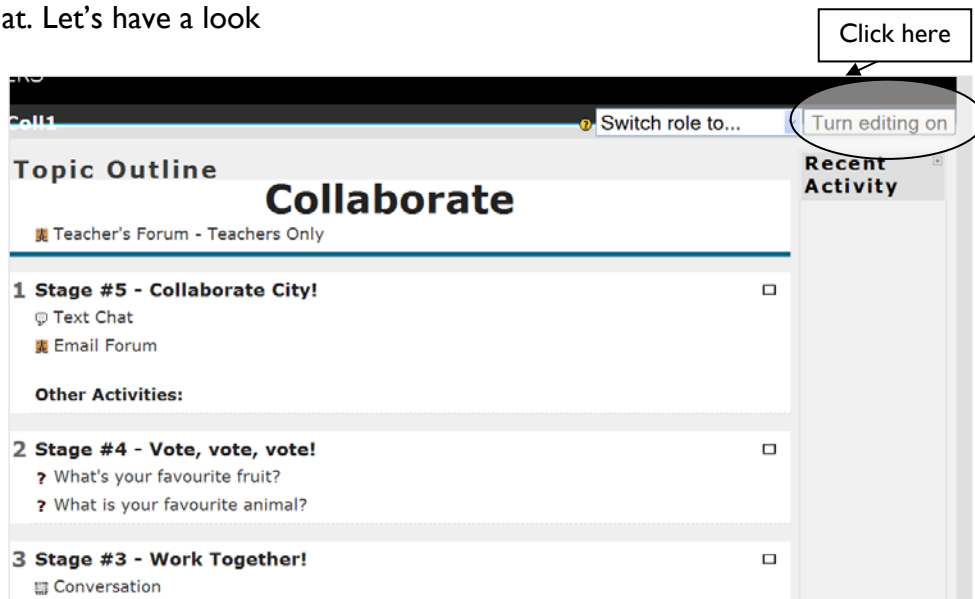
This is a really fun stage in the project! Students and teachers work together to create a series of survey questions.

When you are ready with the questions your teacher will put it up on the webpage, and after that any student or visitor to the page can select their answer.

Students select out of multiple choices that you provide them. Once they have clicked on their answers, you can see a graph of who has voted for which answer. This is a lot of fun for students to come up with new questions.

A whole range of different survey questions can be put up there.

I am now going to show the teacher how to put up a new question once they're ready to do that. Let's have a look



Now come up with a name for this survey question.

Type here the exact survey question:

? ADDING A NEW CHOICE TO TOPIC 2 ?

General

Choice name: You must supply a value here.

Choice text:

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Path:

In these spaces type the different options you want to be available (that is to say the different answers that students can click on):

Choice 1

Choice

Limit

Choice 2

Choice

Limit

Choice 3

Choice

Limit

Choice 4

Choice

Limit

Choice 5

Choice

Limit

You will need to click here so that all students can see the results of the survey once they voted.

Miscellaneous Settings

Display Mode Display horizontally

Publish results Do not publish results to students

Privacy of results Do not publish results to students

Allow choice to be updated Show results to a student after they answer

Show column for unanswered Show results to students only after the choice is closed

Always show results to students

No

Finally - click here and the survey question will then appear.

lers.edu.au/course/modedit.php?add=choice&type=&course=103§ion=2&return=0

Display Mode

Publish results

Privacy of results

Allow choice to be updated

Show column for unanswered

Common module settings

Group mode

Visible

ID number

Grade category

There are required fields in this form ma

The idea is that over time different teachers, with the help of their students, will add different survey questions. It is quite alright for there to be a whole bunch of survey questions running down the page, just like with Stage 3, where there is a whole bunch of different texts being worked on.

Now even during this Stag, you can go back to previous Stages and work on previous activities.

Stage 4, the survey stage, should only take 2 or 3 weeks, and then you will be ready for Stage 5!

Stage #5: 'Collaborate City' – students complete other activities as designed by the teacher.

In Stages 1 to 4 the instructions and activities were pretty specific. Now that you have worked through them, you are probably quite familiar with the potential of the website and how it runs.

So in Stage 5 you are free to follow your own ideas - the principle is the same; you communicate with students from different places, and you work together with them.

In Stage 5 there is an email forum for you to use, and there is a live text chat system for you to use as well.

Also, you will see that there is space on the page for your teacher to add a whole range of new activities.

I encourage you to stay at Stage 5 and to remain part of the project for as long as you like. As newer students start the lower stages of the project you can help them as they are working through the introductions and the texts and the surveys.

Also, your teacher can create an entirely new project or an entirely new web page.

There are instructions on how to do that on this DVD.

We hope that you will stay at Beyond Borders, to continue breaking out of the walls of your classroom to connect with students from around the world.